KEYBOARD SHORTCUT (WINDOWS) READY RECKONER

Shortcut	Meaning
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Alt + V	Open Paste Special Dialog Box
Ctrl + Z	Undo last activity
Ctrl + Y	Redo last activity
Ctrl + ↑	Go to the top of a column
Ctrl + ↓	Go to the bottom of a column
Ctrl + →	Go to the right (end) of a row
Ctrl + ←	Go to the left (beginning) of a row
Shift + Arrow Keys (← ↑ → ↓)	Select cells in the direction of movement
Shift + Ctrl + Arrow Keys (← ↑ → ↓)	Select all cells in the direction of the arrow keys
E.g.: Shift + Ctrl + ↓	Select all cells from current cell to the bottom of the column
Ctrl + S	Save
Ctrl + P	Print
Ctrl + Shift + L	Filter

Discover shortcuts by using Alt keys

- E.g.: Alt + P + V - Show Print Preview
- E.g.: Alt + H + S + F – Filter

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